

STATE OF HAWAII
STATE PROCUREMENT OFFICE

SPO Price List No. 04-23
Includes Change Nos. 1 to 4
Revised 9/17/04

RECYCLED OFFICE PAPER ON OAHU
(IFB-04-081-O)
June 1, 2004 to May 31, 2005

STATE'S COMMITMENT. Agencies of the following purchasing jurisdictions are required to purchase from this price list:

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|----------------------------|-----------------------------|
| 1. Executive Branch | 3. House of Representatives |
| 2. Department of Education | 4. Judiciary |

A purchasing jurisdiction may elect not to extend its commitment to this contract beyond the initial contract term. Further, a purchasing jurisdiction not participating in the contract may, at the earliest, commit to the contract at the inception of a contract extension period, if any.

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. For this purpose, Executive Branch agencies shall use SPO Form-5, "Request for Authorization to Purchase Outside of the Price List", available on the SPO Website, www.spo.hawaii.gov; click on "Forms for State Agencies" in the Hawaii Public Procurement Code, Chapter 103D, HRS, menu.

POINT OF CONTACT. Questions regarding the products listed herein should be directed to the respective vendor.

Procurement questions or complaints may be directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Donn Tsuruda-Kashiwabara	586-0565	586-0570	donn.tsuruda-kashiwabara@hawaii.gov
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us
House	Patricia Mau Shimizu	586-6400	586-6401	adele@capitol.hawaii.gov
DOE	Procurement Staff	675-0130	675-0133	Connie_Chun/PROCURE/HIDOE@notes.k12.hi.us

USE OF PRICE LIST BY NONPROFIT ORGANIZATIONS. Pursuant to Section 103D-804, Hawaii Revised Statutes (HRS), nonprofit organizations with current purchase of service contract(s) (Chapter 103F, HRS) have been invited to participate in the State Procurement Office's (SPO) price lists.

If a nonprofit organization (hereinafter called "nonprofit") wishes to purchase from a SPO price list, the nonprofit must obtain approval from each price list vendor, i.e., participation must be mutually agreed upon. A price list vendor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and price list vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a price list vendor.

VENDORS:

<u>Vendor</u>	<u>Address</u>	<u>Telephone</u>
Hawaii Stationery Co., Ltd.	<u>Purchase Orders</u> 99-1418 Koaha Place Aiea, HI 96701	ph: 486-3200 fax: 486-3111
	<u>Payments</u> P.O. Box 1301 Aiea, HI 96701	
PaperSource Hawaii, Inc.	<u>Purchase Orders & Payments</u> 91-240 Komohana Street Kapolei, HI 96707	ph: 673-1300 fax: 673-1310
Hopaco	<u>Purchase Orders</u> 94-1489 Moaniani Street Waipahu, HI 96797	ph: 676-3100 fax: 676-3195
	<u>Payments</u> File 42256 Los Angeles, CA 90074-2256	

VENDOR CODES for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

SECTION 3-124-26, Hawaii Administrative Rules (HAR), mandates State agencies to purchase recycled paper. Exceptions to this section may be taken when statutory, regulatory, or contractual requirements preclude the purchase of recycled paper.

UNIT PRICES include delivery to destination and all other costs EXCEPT the State General Excise Tax which is currently 4%. Agencies are advised to add tax amount to their purchase order total.

PURCHASE ORDERS must be received by the vendor no later than May 31, 2005. It is the responsibility of each agency to insure timely issuance of purchase orders. The vendor is not obliged to accept any order received after the price list expiration date; however, shall fill timely order for which delivery may extend beyond the expiration date. Do not issue purchase orders specifying delivery after the price list expiration date.

"SPO PL No. 04-23" must be typed on purchase orders issued against this price list.

In the interest of minimizing both purchase order processing and dealer's delivery costs, agencies are urged to consolidate on each purchase order as many items from as many price lists as possible and to issue those orders as soon as possible. Maximize orders to minimize deliveries.

DELIVERIES on purchase orders totaling \$150.00 or more (excluding the 4% General Excise Tax) shall be made within ten (10) calendar days in city limits and fifteen (15) calendar days in rural areas following receipt of purchase order by vendor. Agencies shall check with the vendor to define city limits and rural areas. Orders for twenty (20) cartons or more shall be delivered within thirty (30) working days from Contractor's receipt of purchase order.

Deliveries on purchase orders totaling less than \$150.00 shall be made available to the ordering agency on a "will call" basis within three (3) working days OR at the option of the ordering agency, delivered by the vendor for a flat delivery charge of:

\$ 00.00	Hawaii Stationery Co., Ltd.
\$ 25.00	PaperSource Hawaii Inc.
\$ 00.00	Hopaco

The Contractor may add the delivery charge to a purchase order totaling less than \$150.00 of paper, provided the Contractor informs and the ordering agency agrees to the delivery charge. The ordering agency submitting a purchase order for less than \$150.00 of paper has the option to cancel the order, and to submit to their chief procurement officer a waiver request (SPO Form 5) to purchase outside of the price list.

The vendor will deliver paper to a first floor location only when no elevator is available. For schools / buildings with no elevator, agency may contact the vendor or an outside company for the price of any surcharge(s) for delivery on second or higher floors.

INSPECTION. Agencies are advised to inspect merchandise delivered immediately upon receipt and report any discrepancies to the vendor within five (5) working days from delivery date.

PRICE LIST AVAILABLE ON THE INTERNET. The price list is available at the SPO website: www.spo.hawaii.gov. "Click" on Price List and Vendor List in either the Hawaii Public Procurement Code, Chapter 103D, HRS or the Awards menu.

/s/ Ruth E. Yamaguchi
RUTH E. YAMAGUCHI
Procurement Officer



<u>Item No.</u>	<u>Description</u>	<u>Brand and No.</u>	<u>PCRM/RM* Content (%)</u>	<u>Unit Price</u>	<u>Vendor</u>
1.	BOOK, OFFSET, smooth finish, white				
a.	50# sub, 11" x 17", 500 sh/rm, 5 rm/ctn	Husky Offset	30 / 0	\$31.78/ctn	PaperSource
b.	60# sub, 11" x 17" 500 sh/rm, 5 rm/ctn	Husky Offset	30 / 0	\$37.39/ctn	PaperSource
c.	60# sub, 17-1/2" x 22-1/2", 3200 sh/ctn	Husky Offset	30 / 0	\$97.93/ctn	PaperSource
2.	BOND, SMOOTH FINISH, white, 20# sub, 8-12" x 11", boxed-pkg'd, 25% cotton/ rag content, 500 sh/bx (primarily for letterhead)	<u>Mead</u> MEA 39706	30 / 0	\$9.15/bx	Hi Stationery
3.	BOND, SULPHITE, white, No. 1, 20# sub, 8-1/2" x 11", 500 sh/rm, 10 rm/ctn Laser	Lynx Opaque	30 / 0	\$35.53/ctn	PaperSource
4.	BOND, XEROGRAPHIC, 3-hole pre-punched 20# sub, white, 8-1/2" x 11", 500 sh/rm, 10 rm/ctn	<u>Boise Aspen</u> P1-054901PX	30 / 0	\$25.16/ctn	Hopaco
5.	BOND, XEROGRAPHIC, white, dual purpose, 20# sub, No. 4, 500 sh/rm	<u>Boise Aspen</u>			
a.	8-1/2" x 11", 10 rm/ctn	P1-054901X	30 / 0	\$23.32/ctn	Hopaco
b.	8-1/2" x 14", 10 rm/ctn	P1-054904X	30 / 0	\$30.75/ctn	Hopaco
c.	11" x 17", 5 rm/ctn	P1-054907X	30 / 0	\$23.32/ctn	Hopaco

*PCRM = Post Consumer Recovered Material
RM = Recovered Material

Office Paper



Item No.	Description	Brand and No.	PCRM/RM* Content (%)	Unit Price	Vendor
6.	BOND, XEROGRAPHIC , colored, dual purpose, 20# sub, No. 4, 500 sh/ctn, 10 rm/ctn	<u>Exact</u>			
	a. 8-1/2" x 11"		30 / 0	\$27.23/ctn	PaperSource
	Blue	Exact 32521			
	Buff	Exact 32531			
	Canary	Exact 32541 Yellow			
	Cherry	Exact 32621			
	Green	Exact 32561			
	Lavender/orchid	Exact 32661 Orchid			
	Pink	Exact 32571			
	Salmon	Exact 32591			
	b. 8-1/2" x 14"		30 / 0	\$38.69/ctn	PaperSource
	Blue	Exact 32522			
	Canary	Exact 32542 Yellow			
	Green	Exact 32562			
	Pink	Exact 32572			

7.	<u>CONTINUOUS STOCK FORMS</u> , sulphite bond, white				
	a. 1/2" green or blue bar without marginal perforations				
	(1) 14-7/8" x 8-1/2", 1-part, 18# sub, 2700 sh/ctn	<u>Tops</u> P6 PC10014852 GOX	30 / 0	\$0.01103/sh	Hopaco
	(2) 14-7/8" x 11"				
	(i) 1-part, 18# sub, 2500 sh/ctn	P6-PC 10014112 GOX	30 / 0	\$0.0115/sh	Hopaco
	(ii) 2-part, 1650 sets/ctn	P6 RST 14112 GOX	30 / 0	\$0.04865/set	Hopaco
	b. Blank without marginal perforations, 1-part, 14-7/8"x11" 18# sub, 2700 sh/ctn	P6 P01001411 OOOX	30 / 0	\$0.01259/sh	Hopaco
	c. Blank with 1/2" marginal perforations, 1-part, 9-1/2"x11", 18# sub, 2500 sh/ctn	P6PC1009511 00-218X	30 / 0	\$0.00808/sh	Hopaco
	d. Clean-perforated on all sides, 1-part, 9-1/2" x 11", 20# sub, 2200 sh/ctn	P6PC1009511 00220X	30 / 0	\$0.00805/sh	Hopaco

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Office Paper